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Mission: Educating all students to highest levels of academic and social standards with a focus on Hmong language and culture.

HOPE Community Academy

May 1, 2025

Conference Room – 5:00 pm

- I. Call to Order @ 5:09
- II. Rules of Engagement (1 minute)
 - Be here now
 - Be a leader and a team player
 - Be a good steward
- III. Approval of Agenda (1 minute) Motioner: Ahrens Second: Patchia
- IV. Community Comments (15 minutes)
- V. New Business (90 minutes) (*Keep the categories of urgent vs routine in mind throughout this*)
 - a. Interim ED Planning
 - i. Contract language about now- 6/30, next year, and possibly assurances afterwards
 - ii. Are the two principals intended to serve as interim co-directors until a permanent ED is hired, or are we seeking a separate interim ED?
 1. The succession plan is to already have the principals to step up
 - iii. When will the principals officially begin their interim roles — before or after June 5?
 1. Now or as soon to now as possible
 - iv. Should we consider additional compensation for the principals now, or only once they formally assume the interim role?

Motion: 1% of annual salary per week, through June 30th. Motioner: Ahrens Second: Kim unanimous

Motion: Approve the retention bonus, payable on Oct 1st or after Labor day, with negotiation leeway up to \$10k Motioner: Kim Second: Ahrens Unanimous

Ahrens Patchia 5 minute recess 6:55



Motion to approve the interim contract for Dr. Damon, pending legal consultation. Motioner: Patchia
Second: Kim unanimous

Motion to approve addendum to Damon's contract Motioner: Staci Second: Kim unanimous

Motion to approve the interim contract for Mr. Reed, pending legal consultation. Motioner: Staci Second:
Kim Unanimous

v. Do interim principals have full decision-making authority? Does our answer to this change after June 30th?

b. Candidate Search

i. Qualifications

1. Background
2. Licenses
3. Cultural Knowledge
4. Other

ii. Payment

1. 125,000-150,000

iii. Parent/teacher involvement

1. Family night style thing, night with the Board
2. Meet with Lee Yang to brainstorm this

c. Decision making power

i. Hill vs cliff

1. Financial

- a. Renewing contracts is fine. New contracts requires Board approval

2. Contract (services)

3. Contract (employment)

- a. Talking about restructuring as a part of this, not just contracts

Motion to: Add an addendum to the contract for both principals to 2.5 altering the language to "2.5 When acting as the Interim Executive Director, releasing an employee from an existing contract, significantly changing job duties, or staff structure requires Board approval. Urgent redistribution of job duties due to vacancies are excluded. Conflicts that arise from this exclusion are mediated with the Board Chair."

Motioner: Kimberly Second: Patchia unanimous

4. Partnership maintenance/creation

5. Accounts not previously mentioned

d. Handover of power timing - accounts and others

i. How do we scaffold the transition of school accounts?

1. The default person to be put on accounts, should a board member need to be appointed, is the current chair. If it is financially related it is assumed to be Mai Nhia Lor, needing further consultation with her.
 2. The transfer of accounts will be a high priority for Maychy upon her return to ensure proper transfer.
 - ii. Digital Assets
 1. Process to archive data from ED's laptop and accounts
 - a. Also, at least temporarily, expand Engyte directory access.
 2. How do current and former power holders access this information?
 - a. Interims get access
 - e. Exit Interview
 - i. Design for learning – Staff Temp check.... they come in and do this. They might have some sort of person or program to come in and do this (Lisa Greenberg). Katie will reach out.
 - f. Messaging and assurances
 - i. Consistent messaging to community
 1. Friday's talk with staff
 - a. Brian will have a written message and use the same message with families
 - b. Patchia suggested providing that to the translators for better consistent messaging.
 - ii. Next years contract
 1. Reed - Base salary \$140,000 with contingent of signing interim executive director addendum
 - a. Motion- Staci/ 2nd Patchia – passed with all
 2. Damon - Base salary \$145,850 with contingent of signing interim executive director addendum
 - a. Motion Staci/2nd Kim unanimous
 3. Motion to approve 25-26 addendums to principal contracts for both Mike Reed and Dr. Damon pursuant to legal approval. Motioner: Staci
Second: Patchia unanimous
 - g. Establish special meeting schedule
 - i. Contingency plan - Tabled until 5/6
 - ii. Severance - Tabled until 5/6
 - iii. Next Meeting: Tuesday, May 6, 2025 5:00 PM
 - iv. Executive committee meeting; Thursday, May 8, 2025 5:30 PM
- Motion to adjourn - Motioner: Staci Second: Patchia - unanimously approved 9:15
- VI. Adjournment